

**UNITED STATES DISTRICT COURT
District of Rhode Island**

POSITION VACANCY ANNOUNCEMENT - DECEMBER 2002

POSITION TITLE: Courtroom Clerk

LOCATION: U.S. District Court, Providence, Rhode Island

SALARY RANGE: CL 25/01 (\$31,303) To CL 25/61 (\$50,860) Depending upon experience

SUMMARY OF POSITION: This position is located in the case management section of the Clerk's Office and reports to the case management supervisor. Provides clerical and administrative support to a United States District Judge and represents the Clerk in matters relating to courtroom administration and proceedings.

DUTIES AND RESPONSIBILITIES: Duties include: attends court sessions and conferences, assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, managing exhibits, preparing final judgments in both civil and criminal cases, making summary entries of all documents and proceedings on the docket such as pleadings, petitions, motions, complaints, minutes, orders and filing of such documents. May also perform other duties as assigned by the District Judge or by the Clerk of Court.

MINIMUM QUALIFICATIONS REQUIRED: Applicants must be high school graduates with two years specialized experience, such as progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Applicants must possess the skills necessary to learn computer programs, in particular, the court's docketing system and manage courtroom logistics. Good organizational and typing skills required.

PREFERRED EXPERIENCE: Prior court experience, experience with court-related agencies or experience working in the legal field. Working knowledge of WordPerfect 8.0 and Microsoft Outlook.

SEND RESUME WITH COVER LETTER BY DECEMBER 11, 2002 TO:

Clerk of Court
U.S. District Court
One Exchange Terrace
Providence, RI 02903-1779, Attn: CRC-02

POSITION WILL REMAIN OPEN UNTIL FILLED

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER

NOTE: Applicants selected for interviews will receive a letter or telephone call to set up an interview.
PLEASE DO NOT CALL.